



Job Description

Position: Assistant Animal Control Officer
Primary Location: Animal Control Office/Town of Milford
Employment Status: Part-time, Hourly, Non-Exempt
Reports To: Animal Control Officer
Description Updated On: August 31, 2021

Summary/Objective

The Assistant Animal Control Officer is responsible for the enforcement of State and local laws, and By-laws regarding animal control in the Town of Milford. The employee is required to perform all similar or related duties.

Essential Functions

- Patrols the roads and ways of the Town catching any stray dogs. Returns stray dogs to their owners (if known) or impounds until the owner claims the dog. Issues appropriate citations and fines for violations of state and local laws, or bylaws related to the care and control of animals.
- Investigates complaints from the public regarding barking dogs, dog bite incidents and dangerous or aggressive dogs, loose dogs, cruelty or neglect of animals, nuisance or barking dogs; responds to each complaint according to the merit of the situation.
- Responds to injured domestic animal reports, transporting the animal to the appropriate veterinary facility and locating the owner of the injured animal when possible.
- Conducts investigations, gathers data and makes recommendations to the Town when dealing with problem animals and/or owners as needed.
- Maintains all animal control equipment and supplies, reports any need for service to the vehicle or equipment to the supervisor and submits any receipts applicable to all.
- Under the supervision of the Animal Control Officer, assists other agencies (Police, Fire and Rescue) in rescuing, removing, controlling animals involved in emergency situations such as human medical emergencies, fires, accidents, and warrant searches.
- Investigates complaints of potentially rabid wildlife; captures, euthanizes and prepares animals for rabies testing as needed.
- Maintains and cleans animals and kennels; feeds and cares for animals; adopts out or euthanizes animals not claimed by their owners.
- Receives strays, owner releases, removes dead animals and wild carcasses on roads or other public areas. Stores and disposes of carcasses as needed.
- Enforces the state and local dog licensing law by contacting unlicensed dog owners and issuing fines when appropriate.
- Educates the public on responsible pet ownership and the laws regarding animals in the Town of

Milford; educates children and parents about animal safety.

- Maintains and updates animal control records, database, and files of information for the department.

Required Qualifications, Education, and Experience

- Position requires a High School diploma or equivalent; a minimum of one (1) year of experience preferably working with animals, especially dogs; or any equivalent combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Preferred Qualifications, Education, and Experience

- Animal Control Certification from a recognized training organization or ability to become certified within six (6) months of appointment, yearly update if available. Valid Class D motor vehicle driver's license.

Knowledge, Skills & Abilities

- Thorough knowledge of state and local laws and by-laws pertaining to animal control, animal husbandry practices and procedures and animal first aid. Working knowledge of proper veterinary techniques in the care, treatment and/or apprehension of injured or healthy animals, animal collection by forced removal and general control methods. Working knowledge of normal and abnormal animal behavior in stressful situations. Knowledge of law enforcement principles, defensive tactics and regulations pertaining to animal custody, quarantine and or disposal.
- Care and control of animals, making observations and recording information. Proficient oral and written communication skills.
- Under the supervision of the Animal Control Officer, ability to interact effectively and appropriately with the public and other personnel and to create accurate and detailed reports of findings. Ability to capture and/or restrain animals in a safe and effective manner often under stressful conditions. Ability to work independently. Ability to use medical equipment such as needles and syringes, etc.

Physical and Mental Job Requirements

- The employee is exposed to outdoor work, confined spaces and high places, equipment and machinery, traffic, biohazards, emotional stress, and risk of personal injury when attempting to restrain or capture animals.
- Physical requirements:
 - Work requires some agility and physical strength, such as moving in or about construction sites or over rough terrain, or standing or walking most of the work period. Occasionally, work may require lifting, pushing or carrying heavy objects such as animals for long distances. There may be a need for the employee to be able to stretch and reach in order to retrieve materials. The assigned work may require extended physical effort over a significant portion of the work day and under adverse weather conditions. [Rare/occasional/frequent/constant] handwriting and typing
 - Position requires minimal motor skills for activities such as: operating a personal computer and/or most other office equipment, typing and/or word processing, filing, moving objects, sorting of papers or operating a motor vehicle or van as well as medical equipment, hand tools, rabies poles, nets, cages and traps etc.
 - Position requires the employee to routinely read and interpret documents and reports for understanding and analytical purposes; the employee is required to determine color differences and be able to adjust or focus short and distance vision.

Work Environment

Work requires agility and physical strength, such as moving in and about construction sites, over rough terrain, or standing or walking most of the work period.

Hours of Work

- This role is paid on an hourly basis.
- The hours of work for this position are: 12 hours on weekends

AAP/EEO Statement

The Town of Milford is committed to a firm policy in favor of equal employment opportunity and will abide by all applicable state and federal regulations by not discriminating against any applicant or employee on the basis of race, religion, color, creed, sex, age, national origin, citizenship status, marital status, sexual orientation, gender identity and expression, disability or veteran status. Our commitment to equal employment opportunities shall include employment, upgrading, promotion, demotion, transfer, leaves or other absences from work, layoff, compensation and benefits, selection for training or other education, professional opportunities, and conflict resolution.

It is also the policy of the Town of Milford to take affirmative action to employ and to advance in employment, all persons regardless of their status as women, minorities or individuals with disabilities or protected veterans, and to base all employment decisions only on valid job requirements.

Please inform us of any necessary accommodations required during the application process and/or at any time during employment.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Signatures

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee _____ Date _____

Hiring Manager _____ Date _____